

# HOME-SCHOOLED IN-CAR DRIVER EDUCATION INFORMATION SHEET

1. The parent/legal guardian who meets the requirements for home school instruction under Va. Code §§ 22.1-254 (B) or 22.1-254.1 and elects to provide in-car driver education instruction to his or her own child must obtain prior authorization from DMV by completing a "Home-Schooled In-Car Driver Education Parental Authorization Application" form (HS-1). A separate form must be submitted for each child who must be under 18 years of age.  
**NOTE:** If, for any reason, your status as a home-schooling parent/guardian expires or is rescinded or if your child no longer meets the requirements for home-schooling, it is your responsibility to terminate the in-car instruction for certification purposes and notify DMV.
2. Home-schooling parent/guardian qualifications:
  - Hold a valid Virginia driver's license.
  - Have an accumulation of no more than six demerit points in the last 12 months.
  - Not convicted of driving while intoxicated in violation of Va. Code § 18.2-266 or a substantially similar law in another state in the last 11 years.
  - Not convicted of voluntary or involuntary manslaughter in violation of Va. Code § 18.2-35 or § 18.2-36 or a substantially similar law in another state in the last 11 years.
  - Grant consent to DMV to review and monitor parent's/guardian's driving record throughout the authorization period and until the student successfully completes the DMV road skills test.
  - Maintain proper vehicle insurance as required by the Va. Code.
3. Complete, sign and mail the HS-1 form to:  
Department of Motor Vehicles  
Commercial Licensing Work Center  
P. O. Box 27412  
Richmond, VA 23269-0001
  - Provide one of the following documents acknowledging that the requirements for home-schooled instruction under Va. Code §§ 22.1-254 (B) or 22.1-254.1 have been satisfied (A separate letter must be submitted for each child.):
    - o A copy of notification to the school division superintendent or designee of your intent to home-school the child
    - o A letter from the school division superintendent or designee acknowledging that the child is home-schooled
  - Enclose the original of one of the following as proof of completion of the classroom portion of the Driver Education program:
    - o Certificate from an approved correspondence course
    - o CDT-B form from a Commercial Driver Training School
    - o DEC-1 form from a public/private school**NOTE:** A photocopy will not be accepted.
4. Within 5 working days of receipt of the HS-1, DMV will mail you:
  - A "Letter of Authorization" to provide in-car instruction to the home-schooled minor
  - A copy of Module 11 of the *Curriculum and Administrative Guide for Driver Education in Virginia* as approved by the Virginia Board of Education (also available online at [http://www.pen.k12.va.us/VDOE/Instruction/PE/ca\\_guide.html](http://www.pen.k12.va.us/VDOE/Instruction/PE/ca_guide.html))
5. After receiving the "Letter of Authorization," you must follow Module 11. Your child must complete:
  - 7 periods (50 minutes each) of driving (at least 50 miles)
  - 7 periods (50 minutes each) of observation**NOTE:** If no other student is taking the course, the child may observe the parent/guardian driving, utilizing the lesson plans in the training module.
  - No more than 2 periods of instruction in any 24-hour period (1 period of driving and 1 period of observing)**NOTE:** Training received prior to the date of the "Letter of Authorization" will not be credited toward the in-car requirements.
6. In addition, a parent/guardian/foster parent must provide at least 40 hours of driving time, 10 hours of which must occur after sunset. An online parent/teacher guide is available at <http://www.pen.k12.va.us/VDOE/Instruction/PE/>.
7. Upon the completion of the student's in-car training, you **must** present the "Letter of Authorization" at a DMV Customer Service Center.
8. DMV will administer the final road skills test.  
**NOTE:** The student must have held a learner's permit at least 9 months and be at least 16 years and 3 months old.
9. Upon successful completion of the road skills test, DMV will issue a "Virginia Home-Schooled In-Car Driver Education Certificate" form (HS-2).
10. The parent/guardian must sign the HS-2. When accompanied by a valid Virginia Learner's Permit, the HS-2 will serve as a Driver's License.
11. The Juvenile and Domestic Relations Court in your jurisdiction will notify the parent/guardian and minor to attend the licensing ceremony at which time the permanent license is presented.

## Questions?

Please contact the DMV Customer Contact Center toll-free at 1-866-DMVLINE (1-866-368-5463).